



## Travel Information Council Rest Area Program Administrator

**OPENING DATE:** 11/2/2022

**CLOSING DATE:** Apply Now! Open until filled; may close at any time.

**SALARY:** \$8535 - \$10,517.84 per month

**Note:** If successful candidate is PERS qualifying, salary range will reflect additional 6.95%.

**JOB TYPE:** Full-time, Permanent. Exempt, not eligible for overtime.

**LOCATION:** Salem (In Office), occasional remote work may be possible.

**About Us:** Travel Information Council; a semi-independent state agency. Its mission is to create a great visitor experience by providing direction to destinations, connecting travelers with Oregon's resources, and ensuring safe and convenient travel. [www.oregontic.com](http://www.oregontic.com).

### As an employee, benefits you will enjoy:

- Medical, dental, and vision plans for the employee and qualified family members, including \$10,000 in employee basic life insurance.
- Paid sick leave, vacation, personal leave and 11 paid holidays per year.
- Membership in Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP). Upon eligibility to participate, employees pay 6% through payroll deduction each month.

### How to apply:

- Please email your cover letter and resume to [hr.tic@tic.oregon.gov](mailto:hr.tic@tic.oregon.gov).
  - **Resume:** The resume must include work experience that supports how you meet the qualifications for this position.
  - **Cover Letter:** Submit a cover letter, no more than 4 pages, describing your interest in the position and how your background and skills make you an excellent candidate. Include responses to the following question: Using specific examples, please describe your experience related to:
    - 1) Capital improvement or construction projects, including contract administration
    - 2) Strategic planning and implementation
    - 3) Budget development and administration

The application process is not complete until you have submitted a cover letter that includes responses to the questions outlined in the announcement and resume. It is important that detailed information regarding education and experience is included in your resume. Until this information is submitted, we are unable to give you consideration for the position.

### DESCRIPTION:

Are you seeking an opportunity to shape the quality and features of Oregon's Highway Rest Areas to tangibly improve the experience for the millions of travelers who use them each year? The state of Oregon Travel Information Council is hiring a Rest Area Program Administrator to oversee the operations and capital improvement work within the Rest Area Program.

This position is key to determining Rest Area policies and procedures, program initiatives, and allocation of resources required to carry out the goals and objectives mandated by law and the priorities set by the Travel Information Council. The Rest Area Program Administrator will be responsible for directing, planning, and executing daily and long-term operation of managed rest areas and serve as a member of the agency's leadership team. This position requires a high degree of complexity and analytical ability combined with a comprehensive knowledge of the functions, processes,

theories, and principles of management; and the methods used to gather, analyze, and evaluate information. As a member of the agency leadership team this position works to execute the organization's mission, goals, and objectives including the safe and efficient operation of rest areas. This position will assess and mitigate operational risks related to efficient operation, including accidents, system failures, and natural disasters.

The division's current annual operating budget is \$9.16 million with additional Capital Improvement funding of approximately \$9 million in the four-year period beginning July 1, 2022, designated through the 2017 House Bill 2017. This position provides oversight and direction for capital improvement projects from funding approval to construction completion.

The Rest Area Program has a significant capital maintenance and improvement program. The Rest Area Program Administrator will be responsible for ensuring contracted work meets all federal, state, and local requirements, and that the contracts are developed to assure the best-possible outcomes for the traveling public. This includes keeping projects and systems on track and moving forward and ensuring effective communication and collaboration internally and externally.

The Rest Area Program Administrator is responsible for Rest Areas at 25 locations. Through subordinate managers, this position is responsible for approximately 40 FTE positions located in rest areas statewide including management of personnel, hiring, evaluating, and training employees.

The position works closely with outside agencies and entities to ensure accomplishment of the agency mission and strategic plans. It has primary responsibility for ensuring compliance with all rest area-related permits, contracts, and interagency agreements, as well as holding contractors responsible for fully and timely meeting the requirements of contracted work.

Critical outside partners include the Oregon Department of Transportation, Oregon Parks & Recreation Department, Oregon State Police, and the Oregon Department of Environmental Quality.

**Preferred Attributes:** Preference may be given to candidates whose application materials demonstrate the following:

- Construction Management experience and knowledge.
- Experience managing multiple complex projects and contracts at the same time, including scheduling and budgeting, and resolving conflicts between stakeholders with different perspectives.
- Ability to read, comprehend, and interpret engineering plans and specifications.

**QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

To be considered for this position, you must meet the following minimum qualifications. Bachelor's Degree in Business/Construction Technology/Public Administration or related field; AND three or more years' directly related experience that includes progressively increasing levels of authority and supervision; OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Driving is an essential function of this position. A valid driver license and an acceptable driving record are required for this position. We will conduct pre-employment driving records checks on our final candidate(s).

**Duties and responsibilities:**

- Serve in leadership with the Executive Director in developing strategies that advance agency goals and mitigate organizational risks.
- Direct program compliance with all applicable laws, rules, permits, contracts, and interagency/intergovernmental agreements. Document requirements and track compliance for each rest area and the overall program.
- Determine priorities within the agency's project development and construction programs.
- Direct development of Invitations to Bid and construction contracts that are accurate, cost-effective, and provide the least disruption to the traveling public.

- Ensure design and construction of approved projects are delivered within approved scope, schedule, and budget.
- Ensure contract development, administration, and management are completed timely and accurately.
- Review time adjustments, cost overruns, change orders for authorized items, contractor claims, and personal service contracts for approval.
- Recruit, select, supervise, mentor, and coach subordinate managers.
- Identify planning and maintenance issues within rest areas and develop recommendations to address them within the structure of the agency's strategic and operational plans.
- Direct the preparation and administration of the biennial rest area budget and ongoing revisions for the agency for approval by the Council.
- Represent OTIC on various teams and workgroups.

**Working Conditions:**

- Primarily in an office environment with extensive and varied use of a computer and telephone.
- Long hours may be required, including some meetings after typical business hours.
- Moderate in-state travel to rest areas and events throughout Oregon is required.
- Workload has competing demands, tight time schedules, ongoing community involvement commitments, and simultaneous projects with overlapping deadlines.
- Requires frequent contact with elected and local officials, various media, stakeholders with competing demands/agendas, and the public in conditions that may be stressful, emotionally charged, or hostile.
- Periodic work outdoors at project sites is required with potential exposure to hazards and need to walk on rough terrain and stoop or bend around structures or equipment.
- Make presentations to and participate in discussions with the Travel Information Council and its committees, sometimes in situations where there are diverse opinions and complex issues.
- This is a **permanent, full-time**, position located in **Salem, Oregon**. The successful candidate will become part of the agency's leadership team.

**Questions?** If you have questions about the recruitment and selection process, full copy of the position description including an accommodation request under the Americans with Disabilities Act, please email [hr.tic@tic.oregon.gov](mailto:hr.tic@tic.oregon.gov) or call 503.373.1042. We do not offer VISA sponsorships. You will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States within three days of hire.

**Veterans' Preference:** Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you **MUST** attach appropriate documentation as outlined by the Department of Administrative Services at the following website <https://www.oregon.gov/jobs/Pages/Veterans.aspx> or you may call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

**Background Check:** If you are offered employment, the offer will be contingent upon the positive outcome of prior employment references, driving records and criminal records check. Any criminal or adverse information will be reviewed and could result in the withdrawal of the offer or termination of employment.

TIC employees are employed "at will," which means that your TIC employment may be terminated by the employee or TIC, at any time for any lawful reason, with or without cause, and with or without advance notice.

The results of this recruitment may be used to fill future vacancies. TIC reserves the right to change, withdraw, close, or re-post job announcements.

**Oregon Travel Information Council is an Equal Opportunity, Affirmative Action Employer  
Committed to Workforce Diversity**